

ADMINISTRATIVE-INTERNAL USE ONLY

DDA 76-5754

18 NOV 1976

MEMORANDUM FOR: Comptroller

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Action Accountability for Tasking by DDCI

REFERENCE : DDCI Memo to Ex. Sec., Comptroller and
Deputy Directors dated 10 August 1976,
Subject: Additional Action Items Arising
Out of the 1978 Program Review

1. Paragraph 5 of the referent memorandum tasks me with the following:

"You are requested to lend your cooperation and assistance to the Deputy Director of Administration for the purpose of considering a revision of the Occupational Coding System so that occupational codes will reflect more precisely the kinds of work actually expected from each position. This dovetails with a need to have a much more precise knowledge or inventory of our present position allocations related to these more precise definitions of the individual substantive assignments. By 4 January 1977, I would like to have from the DDA an assessment of the problem, a statement of the plans for solving it, and a target date for its completion." (Underscoring supplied.)

2. Since date of the referent memorandum, the Office of the Comptroller has taken the lead in this endeavor. As you know, the several components of the Agency are even now conducting a personnel inventory in response to your request. This and other modifications to the originally conceived action tasking are illustrated by the excerpt from the October Progress Report to OMB on the Presidential Management Initiatives which is attached.

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3. In recognition of the current situation, I suggest that a formal change be made in the record, acknowledging transfer of action responsibility from me to you. It goes without saying, of course, that this Directorate will continue to provide whatever assistance and support is needed and requested by the Office of the Comptroller.

STATINTL


John F. Blake

Attachment:

Excerpt from CIA October Progress Report to OMB

Distribution:

Original - O/Comptroller (For Return to DDA)
1 - O/Comptroller for retention

CONCUR:

James H. Taylor
Comptroller

Date

III. Position and Classification Management

One of the results of the review of the 1978 program in July 1976 was recognition by senior management of the Central Intelligence Agency of the need to have even more precise knowledge of how our present position allocations relate to individual substantive assignments. This has called into question the applicability of the present system of occupational coding.

The objective of the inventory is to determine in detail, for each component: (1) relationships between personnel carrying out missions and functions and those performing supervisory, administrative and supporting roles, (2) the number of supervisory echelons overlaying functional components, and (3) the relative distribution of personnel resources to substantive intelligence targets.

ATTACHMENT

<u>Action Step</u>	<u>Milestone</u>	<u>Estimated Completion Date</u>	<u>Remarks</u>
1) Conduct inventory of personnel	Devise questions to be answered by inventory.	30 October 1976	Schedule revised to avoid interference with DDI organizational review.
	Plan implementation of inventory and make tentative work assignments.	15 November 1976	
	Complete directorate inventories.	15 December 1976	
	Compile results.	1 February 1977	
2) Review inventory for evidence of excessive layering or subdivision	Complete review	15 March 1977	
	Develop recommendations	15 April 1977	
3) Review personnel classification system in light of inventory results		30 April 1977	
4) Establish guide-lines for "assist-and to" positions	Review inventory to determine current situation.	30 April 1977	
		15 June 1977	
	Develop any necessary new guidelines.		
5) Adjust personnel classification system as necessary		30 September 1977	

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ACTION ACCOUNTABILITY FOR TASKING BY DDCI

FROM: JOHN F. BLAKE DEPUTY DIRECTOR FOR ADMINISTRATION, 7D24, HQS.		EXTENSION <div></div>	NO. DDA 76-5754 <hr/> DATE 18 NOV 1976
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. COMPTROLLER 2E42 HEADQUARTERS			
2.			
3.			
4. RETURN TO: DEPUTY DIRECTOR FOR ADMINISTRATION			
5. 7D24 HEADQUARTERS			
6.			
7.			
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10.			
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